

**FRANKLIN COUNTY
DEPT of JOB and FAMILY SERVICES
80 E. Fulton Street
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION TITLE: Clerical Specialist (Bargaining)
Transportation Unit **PCN:** 107146

DEPARTMENT: Adult/Nursing Home Services **P. R.:** O5
80 E. Fulton

RESPONSIBILITIES: Perform specialized clerical task requiring high degree of accuracy and reliability. Processes Transportation Service Authorizations. Researches in Transportation Services' care and/or computer files to locate, cross reference and update case eligibility periods, add additional units of services for eligibility periods, or posts change of address or change of phone number. Remove closed or terminated cases from card and/or computer file.

Compile data to complete Transportation Unit reports, which includes Operational reports and monthly Transportation statistical reports. Record, track, and report Transportation delivery (i.e.: cab and bus) information. Prepare and forward daily fax sheet to contacted cab provider(s) scheduling next day "add on" trips. Sort and forward weekly cab tickets to contracted cab provider(s). Compile monthly report for each Community Opportunity Center documenting which cases currently need an update of eligibility, and which cases will need eligibility updates in the next month.

Establish and maintain positive working relationship with co-workers, Total Case Managers, other Agency staff, Transportation customers and contracted service provider(s). Communicate with Transportation provider(s) by telephone, fax, computer, and/or mail to coordinate customer services. Refer customer to Total Case Manager for housing assistance. Also, refers customer to Columbus Metropolitan Housing Authority (294-4901) for Section VIII and low-income public housing.

Distribute mail and reports to unit and/or other agency staff. Order and inventory unit supplies. Attend meetings, individual conferences, and training sessions. Participate in special projects. May assist other units to eradicate backlogs and provide staff coverage.

MINIMUM QUALIFICATIONS: Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus: 3 months exp. in office practices and procedures; or equivalent.

SCREENING CRITERIA:

Experience typing
Knowledge of basic computer

STARTING SALARY: \$10.82 per hour/180 day probationary period.

POSTING DATE: Wednesday, October 18, 2006

DEADLINE TO APPLY: Tuesday, October 24, 2006, at 5:00pm.

If interested, please send application/resume' to the Franklin County Human Resources Department, 373 S. High St., 25th Fl., Columbus, Ohio 43215.

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